EXHIBITOR SERVICE MANUAL

March 17-19, 2015
Atlantic City Convention Center
Atlantic City, NJ

Set-Up Dates & Times

Monday, March 16 • 8:00 AM – 6:00 PM

***Please note there is no setup time on Tuesday morning due to earlier start time, but finishing touches can be put on your booth**

Exhibit Dates & Times

Tuesday, March 17 • 12:30 PM – 5:00 PM
***Exhibitors to be show ready by 11:30 AM**
Wednesday, March 18 • 10:30 AM – 5:00 PM
Thursday, March 19 • 9:30 AM – 12:00 PM

Dismantle Date & Time

Thursday, March 19 • 12:00 PM – 6:00 PM

Dear 2015 Tri-State Exhibitor:

Happy Holidays! This guide is designed to help answer your questions regarding exhibiting at this year's Conference.

As you read through this important information there are a few items we would like to highlight for you:

- ***Electricity:*** If you require electricity in your booth you must order it directly from the Atlantic City Convention Center by filling out the enclosed Electrical Installation form. **Be sure to complete this form early to avoid late charges.**

- ***Lead Retrieval Units for Rent:*** We now have the ability to have exhibitors rent units so that you can take back leads from onsite in the form of a downloadable document. ***Want email addresses?*** The leads you scan with the Lead Retrieval unit will include email addresses! See the information on renting them in the Service Manual *(You can even install an app to make them work with your mobile device!).*

- ***Exhibitor Move In:*** Move in is taking place from 8:00am – 6:00pm on Monday, March 16th. If you are not show ready by 11:30 am on Tuesday, March 17th you will not be allowed to setup until after show hours on Tuesday evening.

- ***Exhibitor Name Badges:*** Exhibitor name badges will be available on site at exhibitor registration starting on Monday, March 16th. Badges will only be distributed to companies who have paid in full! No exhibitors will receive badges or be allowed to enter the exhibit floor if they are not paid in full prior to the conference. You are allowed the following name badges based on the size of your booth: **5x10 Booth =** 3 badges & **10x10 Booth =** 5 badges

You can now use the vendor database to put in your own badge names. Use your company's username and password to sign in at https://register.aca-nynj.org/vendor_dashboard/login.php Please email samara@aca-nynj.org with any questions.

- ***Advertising Opportunities:*** Don't miss this great marketing opportunity: You have until **Monday, January 19th** to sign up for an ad in the on-site 2015 Conference Program Book. The CAMP Conference gives exhibitors the opportunity to stand in front of attendees and deliver your company message for three days. ***Let your ad stand in front of camp directors/buyers and deliver your own company message all year round.*** Complete the enclosed Advertisement form and fax it to (866) 553-9264 or scan and email to tara@aca-nynj.org

- ***Sponsorships:*** Don't miss the opportunity to promote your products and services by becoming a Sponsor at the 2015 CAMP Conference. Stand out to more than 3500 camp owners, directors, executives and staff members representing more than 600 camps. Your company will be highly visible to camps that purchase over $325 million camp related products and services annually. **For more information, call Samara at 212-391-5208.**

- ***Networking Opportunities:*** Join us at our dinner events on Monday, Tuesday and Wednesday nights or our free nightly evening activities to continue your networking! For more information check out the networking form found later in the manual or go to www.aca-nynj.org/conference-details/dinner-events

If you have not made your hotel reservations please do so immediately by accessing our online hotel reservation system at www.tristatecampconference.com (click on hotels and travel). We have secured **special conference hotel rates** so act now. If you have any questions regarding the enclosed or the Conference, please visit our web-site or call the ACA, NY & NJ office at 212-391-5208.

We thank you for being a part of the 2015 CAMP Conference and look forward to seeing everyone in March!

Sincerely,

Tri-State CAMP Conference Staff
American Camp Association, NY & NJ

NETWORKING OPPORTUNITIES FOR EXHIBITORS

We have numerous opportunities to help you network with conference attendees.

TICKETED DINNER EVENTS

Monday, March 16

7:00 – 9:00 PM COST: $40 per person

Cubra Libre – The Quarter at Tropicana, 2831 Boardwalk

Spend your first night in Atlantic City surrounded by the excitement of Latin flavors and sounds . . . an experience marked by the exotic a feel of Cuba's golden era. Allow yourself to be transported from the convention center to the tropics for a colorful and festive evening.

Tuesday, March 17

7:00 – 9:00 pm COST: $40 per person

"Italian Night" at Carmine's - The Quarter at Tropicana, 2831 Boardwalk

Benvenuti! The authentic Italian aromas swirling from the kitchen at Carmine's may draw you inside, but their warm hospitality and flavorful, home style recipes will keep you in your seat. Family style plates and a "camp-style" atmosphere have made this the most popular dinner at the conference.

Wednesday, March 18

7:00 – 9:00 pm COST: $55 per person

Wednesday night social Venue: The Chelsea Hotel

This will be the same great event to come together for one last memorable night! Join 400+ people celebrating the end of the conference & discussing all the exciting ideas you have learned! We are sure this closing event will be unlike any camp "closing banquet" you have ever attended!

SOCIAL EVENTS FREE AND OPEN TO ALL ATTENDEES, EXHIBITORS & SPEAKERS

Monday, March 16th

Tun Tavern at Sheraton Pre-dinner Happy Hour from 5:00 - 7:00 pm

Tuesday, March 17th

Chickie's and Pete's at the Tropicana Evening Event from 9:00 pm - 12:00 am

Wednesday, March 18th

The Chelsea, 5th Floor from 9:00 pm - 12:00 am

To register for the ticketed dinners, please scan and email to samara@aca-nynj.org or please fax in this form to 866.553.9264

(If you do not pre-register please stop by the Attendee Registration Area to see if there are still openings.)

EXHIBIT COMPANY NAME: _____

Participant 1: _____ Monday □ Tuesday □ Wednesday □

Participant 2: _____ Monday □ Tuesday □ Wednesday □

Participant 3: _____ Monday □ Tuesday □ Wednesday □

Credit Card Type: ☐ **CHARGE CARD ON FILE** ☐ Visa ☐ MasterCard ☐ AMEX ☐ Check (made out to ACA, NY)

Card Number:_____ Exp. Date: _____ Charge Amount: $ _____

Card Holder's Name: _____ Card Holder's Signature: _____

Billing Address: _____City: _____State: _____Zip: _____

Phone: _____ Fax: _____ E-mail: _____

American Camp Assoc, NY&NJ - 1375 Broadway, 4th Fl, New York, NY 10018
Tel: 212-391-5208 – Fax 866-553-9264

TRI-STATE CAMP CONFERENCE

March 17-19, 2015

Program Book Advertising Rates

The Tri-State Program Book, listing all of the Tri-State CAMP Conference Exhibitors, is distributed at the show to every one of the **3500 attendees**. An ad will highlight your company and bring additional business from the attendees who refer to the manual, throughout the year, when they buy products and services.

This Program Book serves as a year-round Vendor Guide for camps and is a heavily used resource for camp directors.

Advertising Rates & Sizes

Full Page Ad – 4 color, Outside Back Cover	**2,250.00**
Half Page Ad- 4 color, Inside Back Cover	**1,250.00**
Full Page Ad – Black and White	**875.00**
Half Page Ad – Black and White	**575.00**
Quarter Page Ad – Black & White	**300.00**

Ads will be sold on a first come first serve basis.

To place an ad in the 2015 Program, please complete the form and return it with the total cost payable by check (made payable to ACA, NY) or credit card (Visa, MasterCard or American Express). In order to reserve your ad, this form **MUST** be received with full payment and art work by **MONDAY JAN 19th, 2015.**

Exhibitor Company Name:_____

Name of Contact Person:_____

Address:_____

Phone:_____ E-Mail:_____

Ad Size: ☐ Full Page ☐ Half Page ☐ Quarter Page

Ad Cost:_____

Art Work Enclosed: ☐ Yes ☐ No If not, when will it arrive? _____ (MUST arrive by January 16th)

Payment Form: ☐ Check (made out to ACA, NY) ☐ Visa ☐ MasterCard ☐ AmEx

Card Number: _____ Exp. Date:_____

Name as it appears on the card:_____

Billing Address:_____

Signature:_____ Date:_____

AD DIMENSIONS

Full Page Ad	8W x 10H	Half Page Horizontal Ad:	8W x 5H
Half Page Vertical	4W x 10H	Quarter Page	4W x 5H

Full-page ads with bleeds allow 1/8" on all sides in addition to 8.5 x 11 page size.

ART

BLACK & WHITE ADS:

* Camera Ready line art to size or provide as a 1200 dpi tif, eps, or pdf file.
* MAC QuarkXpress file or hi-res tif, eps or pdf file with laser proofs. Please provide all art and screen printer fonts.
* Hi-Res art (other than line art) should be provided at 300 dpi.

COLOR ADS (only for back cover):

* Mac Quark Express file or hi-res tif, eps or pdf file with color separated laser proofs. Please supply all hi-res art and screen and printer fonts.
* Hi-Res art (other than line art) should be provided at 300 dpi.

All ads that are sent in incomplete and need extra prep work by our printer will be charged to you at cost.

When the form is completed, please scan, mail or fax to:
Tara DeLuccia, ACA, NY & NJ, 1375 Broadway, 4th Fl, New York, NY 10018
Scan to tara@aca-nynj.org or Fax to (866) 553-9264

Any questions? Email Tara at tara@aca-nynj.org

2015 Tri-State Camp Conference

*March 17-19, 2015**

**please note new date pattern*
Tuesday – Thursday with setup on
Monday, March 16th

HOTEL RESERVATION INFORMATION

To make your hotel reservation for the 2015 CAMP Conference, please access our online hotel reservation system at http://faretrix.com/groupsystem/TriStateCamp2015.htm. You can also call our Conference Hotel Call Center at 866-790-9935.

Do not call the hotel directly - You will not get the Conference Rate!

Sheraton Atlantic City
(Connected to the Conv. Center)
Two Miss America Way
Atlantic City, NJ 08401

The Borgata
One Borgata Way
Atlantic City, NJ 08401

Tropicana
Brighton & Boardwalk
Atlantic City, NJ 08401

Caesars
2100 Pacific Avenue
Atlantic City, NJ 08401

Resorts
1133 Boardwalk
Atlantic City, NJ 08401

To book online go to:

http://faretrix.com/groupsystem/tristatecamp2015.htm

or call (866) 790-9935

2015 Sponsorship Opportunities

Conference Badge Holder - $10,000

SOLD!

Sponsored by: CampMinder

- Conference Signage
- Full page ad in the Tri-State CAMP Conference program book
- Company logo on the bags
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Conference Attendee Registration Bags - $10,000

SOLD!

Sponsored by: CAMP TRUCKING

- Conference Signage
- Full page ad in the Tri-State CAMP Conference program book
- Company logo on the bags
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Wednesday Night Dinner – Premiere Sponsorship - $10,000 (Multiple Company Sponsorship)

Become a sponsor at our final evening event of the Conference. We average 350-450 attendees at this event.

One sponsorship already sold!

campsite

- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Tuesday General Session Sponsor - $5,000

- Conference Signage / Place your marketing materials on each chair in the General Session Room
- Full page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Tri-State CAMP Conference MOBILE APP - $5,000

New for 2015!

- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

E-Cafe (located in the Ben Appelbaum Lounge) - $4,500

Attendees, Speakers and Exhibitors will have the ability to check their e-mail accounts in this area, located on the third floor near the educational session rooms. Conference Signage

- Full page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Attendee Pens - $3,500

- Pens with your company logo
- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Branded Charging Station - $3,000

- Your logo/booth # on the charging station placed in exhibit hall (high traffic area)
- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Thursday and Friday Exhibit Hall Coffee Break Sponsor - $3000 / break / day

One sponsorship already sold!

- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

3rd Annual 5K Run / Walk- Premiere Sponsor - $2,500

- Conference Signage
- Logo on Race bibs
- Logo / mention in all correspondence with 5K participants
- Half page ad in the Tri-State CAMP Conference program book
- Sponsorship recognition ribbons
- Sponsor acknowledgement on 5K information on the website and in Program Book

Message Board (Location: Registration Area) - $1,500

- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Wednesday Night Dinner - Final Banquet - $1,500 (Multiple Company Sponsorship)

Become a sponsor at our final evening event of the Conference. We average 300-400 attendees at this event.

- Conference Signage
- Half page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Monday and Tuesday Night Dinners - $1000 (Multiple Company Sponsorship)

Take advantage of quality time with our attendees outside of the exhibit hall during our evening social dinner. We average 150-200 attendees at these events.

- Conference Signage
- Quarter page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

Scholarship Sponsor - $1,500 (Multiple Company Sponsorship)

Demonstrate your commitment to the camp industry by providing the ultimate gift: scholarships to non-profit camps that could not otherwise attend the conference.

New for 2015!

- Conference Signage
- Quarter page ad in the Tri-State CAMP Conference program book
- Company logo displayed on screen in all general sessions
- Sponsorship recognition ribbons
- Sponsor acknowledgement on Conference Website with hyperlink

2015 TRI-STATE CAMP CONFERENCE

JOIN US FOR OUR ANNUAL

EXHIBITOR MEETING

THIS IS YOUR OPPORTUNITY TO MEET THE MEMBERS OF THE CONFERENCE COMMITTEE AND LET US KNOW WHAT YOU THINK

YOUR SUGGESTIONS HELP US TO KEEP THE CONFERENCE A SUCCESS!

THURSDAY, MARCH 19
9:00 - 9:30 AM
Center Aisle, Hall B

Coffee, Muffins and Bagels Will Be Served

SEE YOU THERE!

EXHIBITOR MOVE-OUT INFORMATION

Once again, ***THANK YOU*** for your continued support of the CAMP Conference. We hope that the show is a success and that you will be joining us again next year.

Following are instructions that will enable you to plan for a **SAFE & EFFICIENT** move-out on Friday, March 19th.

At **12:00 pm** on **March 19th** the show will close, and move-out dismantling will commence.

Exhibitors are NOT PERMITTED to dismantle or pack any materials prior to 12:00pm.

**** PLEASE NOTE this is an earlier move-out time based on exhibitor feedback. You will be dismantling and moving out DURING the final keynote so we ask you to be as quiet as possible as to not disrupt the Keynote session!**

If any exhibitor begins to pack up before 12:00pm, they will be charged an additional $250 and will not be invited to exhibit in future years.
(Every exhibitor signed a contract agreement that covers the above actions.)

All empty crates and cartons stored by **Vista Convention Services** will automatically be returned to your booth at the close of the show. We anticipate this process to take approximately 2-3 hours. Please be patient and do not try to locate your empties; the freight docks are a high traffic area and your presence there could result in delays and injuries. Please have all displays dismantled no later than 6:00 pm Friday night.

FOR ALL EXHIBITORS: You must be wearing your exhibitor badge in order to remove your merchandise from the Exhibit Hall.

FOR THOSE WHO ARE WALKING OUT: Dismantle and pack your booth. When you are ready to leave, you need to exit via the service elevator to get to the parking garage, street level.

An important reminder! If you have parked in the Convention Center Parking Lot *you MUST pay for your parking at the various pay stations in the garage before you leave the building*. ***BRING YOUR PARKING TICKET WITH YOU!***

FOR THOSE SHIPPING BY A DRAYAGE COMPANY:
Go to the Vista Service Desk and pick up a "Materials Handling Agreement" & Labels. When your boxes are packed and labeled, fill out an "MHA" form & return it to Vista Service Desk.

FOR THOSE MOVING OUT VIATHEIR OWN VEHICLE:
Go to the Vista Service Desk and pick up a "Material Handling Agreement" and labels. When your boxes are packed and labeled, fill out the "MHA" and return it to Vista. When your driver arrives at the Convention Center have her/him check-in with Vista. When your truck is on-site and your driver has checked in, Vista will move your boxes to the loading area; back your truck into the loading dock and load it. Your exhibit material will **not** leave your booth unless your truck is on site and a completed MHA has been returned to Vista.

FOR THOSE SHIPPING BY UPS/FED EX/Etc.:
Pack your boxes. Take them to the UPS Store located in the lobby/street level of the Convention Center and make arrangements through the carrier of your choice to have materials picked-up.

Tri-State Exhibitor Survival Kit

Don't Leave Home Without It!

Suggested "Must Haves" For Trade Show Survival:

- Tracking numbers/bills of lading for all shipments
- Shipping Labels for return
- Order Forms
- Tool Kit
- Staples, Stapler, Scissors, Packing Tape, String
- First Aid Kit
- Business Cards
- Cellular Phone Charger
- Bottled Water
- Mints
- High Energy Snacks
- A Great Big Smile ☺
- Enthusiastic, Positive Energy!

Exhibitor Tips

- Engage prospects in industry-related conversation.
- Provide authoritative information.
- When conversing with a prospect, concentrate on the benefits and values that your company brings to the prospect, rather than "what you have." Avoid internal jargon that may be foreign to the prospect.
- Use audio/visual tools to demonstrate benefits.
- Talk about outcomes. Give examples of successes.
- Offer a boxed gift of appreciation at the end of the conversation or presentation, rather than candy or ball point pens to all passers-by.
- Have a raffle or giveaway to encourage people to stop by. A $100 prize can seal a much larger deal.
- Look professional and interested. Engage and make eye contact!
- When you eat in the exhibit hall, choose a table where prospects are seated, not other vendors or colleagues. Never eat in the booth.
- Recommend other exhibitors with interesting displays.
- Respond with respect to any reference to competitors.
- Repeat the name of the visitor in conversation.
- Respond to the needs of the visitor, rather than rushing into the selling points of the exhibitor.
- Provide information, tips, checklists or techniques that are of value to the visitor.
- Take the business card of the visitor and furnish your card to the visitor.

If you have any further questions or concerns, please contact the ACA-NY office: (212) 391-5208
American Camp Association – NY & NJ, Tri-State CAMP Conference
1375 Broadway, 4th Floor, New York, NY 10018

CONFERENCE CODE OF CONDUCT

PRINCIPLES AND EXPECTATIONS OF CONFERENCE PARTICIPATION

The right to participate is essential to create open dialogue between all attendees, exhibitors, speakers and staff. We acknowledge the freedom of expression of attendees, exhibitors, speakers and staff. These principles are the foundation on which our event was created.

All participants attending the Tri-State CAMP Conference are subject to the laws applicable in the United States and the State the conference is held (New Jersey). By attending the conference, participants agree to adhere to these Principles and Values of Conference Participation.

GENERAL PRINCIPLES

All attendees shall behave in a professional, courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their organization, and the conference.

SEXUAL ANNOYANCE

Sexual annoyance is thoroughly prohibited. The conference defines sexual annoyance as:
Unnecessary sexual moves that may take the form of unsuitable sexual or indicative comments, sounds or jokes; unwanted touching, and such behavior that has the intention or effect of irrationally interfering with an individual's intellectual or work performance, or of creating an threatening, aggressive or unpleasant educational, social, living or working background. If any sort of incidents of sexual annoyance occur, it should be instantaneously reported to a conference staff member.

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

WELCOME

Vista Convention Services is honored to be your Official Service Contractor. Our purpose is to serve you throughout the planning, production and completion of the entire show…start to finish! Our goal is to make sure that your participation is an absolute success. Our commitment is to offer you competitive prices and guarantee customer satisfaction.

BEFORE THE SHOW

- Please read through this Exhibitor Service Manual. **Complete and return all order forms by the indicated Discounted Deadline Date.** All forms should be returned to the address indicated at the top of each page. Forms are easy to locate by using the TABLE OF CONTENTS at the beginning of this Exhibitor Service Manual.

- **Review our payment policy carefully. Vista Convention Services requires payment in full at the time you place your order, along with a credit card authorization. This may be used to cover such items as labor and freight handling not included with your initial payment.**

- **Use our convenient ORDER FORMS: DUE-DATE CHECKLIST…this will help you save money by taking advantage of significant pre-show order discounts.**

- As the Official Service Contractor, we have jurisdiction over all material handling and cleaning of booths.

DURING THE SHOW

- Vista Convention Services maintains an on-site Exhibitor Service Desk throughout the show. If there is anything you did not order or if new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Desk for assistance.

- We will help coordinate the shipment of all crates and materials out of the exhibit hall based on information provided on your show site bill of lading. If you wish to have your crates warehoused or shipped for another trade show, we can also assist you…just stop by the Exhibitor Service Desk to complete the necessary forms.

AFTER THE SHOW

- Feel free to contact Vista Convention Services throughout the year for assistance with any other trade shows, special events, exhibit rentals, I&D labor or material storage. We look forward to serving you in the future.

TRI-STATE CAMP CONFERENCE	VISTA CONVENTION SERVICES	**BOOTH PACKAGE AND EXHIBIT TIMES**
ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY MARCH 17-19, 2015	6575 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM	TUE., MARCH 17 - 12:30PM - 5:00PM WED., MARCH 18 - 10:30AM - 5:00PM THUR., MARCH 19- 9:30AM - 12:00PM

Dear ***Tri-State Camp*** Exhibitor:

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232-0036
Tel: (609) 485-2421
Fax: (609) 485-2392
email: info@vistacs.com

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

AMERICAN CAMP ASSOCIATION
Samara Feinberg - samara@aca-nynj.org
1375 Broadway, 4th Floor
New York, NY 10018
Tel: (212) 391-5208
Fax: (866) 553-9264

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service**. Please analyze and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' high backdrape - teal/white/white/teal
3' high siderails - teal
Aisle Carpet - teal
7"x44' ID Sign
1 - 6' draped table - white
2 - side chairs
1 - wastebasket
Booth carpet - teal
Showsite - Material Handling

EXHIBIT AREA INSTALLATION AND DISMANTLE

Set -Up Dates & Times

MONDAY	MARCH 16, 2015 - 8:00 AM - 6:00 PM

Exhibit Dates & Times

TUESDAY	MARCH 17, 2015 - 12:30 PM - 5:00 PM
WEDNESDAY	MARCH 18, 2015 - 10:30 AM - 5:00 PM
THURSDAY	MARCH 19, 2015 - 9:30 AM - 12:00 PM

Dismantle Dates & Times

THURSDAY	MARCH 19, 2015 - 12:00 PM - 6:00 PM

****Any display not removed by the exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense****

***** Tri-State Camp Conference will cover all costs for the unloading and reloading of all materials shipped directly to showsite.*****

Thank you,
Vista Convention Services
Customer Service

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

OFFICIAL SUPPLIERS

AUDIOVISUAL / COMPUTER RENTALS
PSAV
ONE OCEAN WAY
ATLANTIC CITY, NJ 08401
P: 609-449-2474
WWW.AVHQ.COM

DELUXE FURNITURE SERVICES
AGILE an AFR COMPANY
30 ENTERPRISE AVE. NORTH
SECAUCUS, NJ 07094
P: 800-867-8147
WWW.AGILETRADESHOW.COM

ELECTRIC SERVICE
ATLANTIC CITY CONVENTION CENTER
ONE OCEAN WAY
ATLANTIC CITY, NJ 08401
P: 609-449-2291 / F: 609-449-2464

FLORAL SERVICE
THE SECRET GARDEN
2 CENTRAL SQUARE
LINWOOD, NJ 08221
P: 609-926-8999

BOOTH CLEANING SERVICES
ATLANTIC CITY CONVENTION CENTER
ONE OCEAN WAY
ATLANTIC CITY, NJ 08401
P: 609-449-2291 / F: 609-449-2464

GROUND/AIR FREIGHT CARRIER SERVICE
YRC
P: 800-610-6500
WWW.YRC.COM

TELEPHONE / INTERNET SERVICE
SMART CITY NETWORKS
5795 W. BADURA, SUITE 110
LAS VEGAS, NV 89118
P: 888-446-6911
CSR@SMARTCITY.COM

WATER, AIR, DRAIN & COMPRESSED GASES
ATLANTIC CITY CONVENTION CENTER
ONE OCEAN WAY
ATLANTIC CITY, NJ 08401
P: 609-449-2291 / F: 609-449-2464

BOOTH CATERING SERVICE
OVATIONS
ATLANTIC CITY CONVENTION CENTER
ONE OCEAN WAY
ATLANTIC CITY, NJ 08401
P: 609-449-2058 / F: 609-449-2416

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

ORDER FORMS: DUE DATE CHECKLIST

Please mail the forms listed below to arrive at Vista Convention Services before the **Discounted Deadline Date** shown. Enclose full payment for all services and make checks payable to **Vista Convention Services.** Remember, we are unable to process orders received without payment. Please call our Exhibitor Service Department at (609) 485-2421 if you have any questions.

DISCOUNTED DEADLINE DATE: *Tuesday, March 3, 2015*

- ☐ Intent to Use Non-Official Contractors
- ☐ Payment & Credit Card Charge Authorization Form
- ☐ Third Party Authorization & Statement of Payment Terms
- ☐ Shipping and Material Handling Recap
- ☐ Installation & Dismantling Labor Order Form
- ☐ Rigging Labor Order Form
- ☐ Standard Booth Furnishings and Accessories Order Form
- ☐ VCS Modular Rental Units Order Form
- ☐ Hanging Sign Labor Order Form
- ☐ Perfboard Panels Order Form
- ☐ Grid Walls Order Form

Mail the forms listed below to the **individual suppliers**. Contact these suppliers directly regarding their ordering services and Deadline Dates.

- ☐ Audiovisual Service/Computer Rental Service
- ☐ Deluxe Furnishings
- ☐ Electrical Service
- ☐ Floral Service
- ☐ Resale Certificate
- ☐ Water, Air, Drain &Compressed Gases
- ☐ Ground Carrier Service
- ☐ Telephone / Internet Service
- ☐ Booth Catering
- ☐ Booth Cleaning Services

EXHIBITOR RIGHTS:

The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a very "user friendly" atmosphere.

Full-time Exhibitor personnel have the right to perform the following work:

- **Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:**

  _ They utilize the space designated by the ACCC for said purpose.
  _ They provide their own dollies or hand trucks.
  _ They utilize no motorized lift equipment.
  _ The vehicle is no larger than a van.

- **Hand carry exhibit materials through public doorways, provided:**

  _ They do not utilize material handling equipment other than personal luggage carriers.

- **Set up their own display in 10'x10', 10'x20' & 20'x20' Island booths:**

  _ The installation can be accomplished by full time company employees.
  _ Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

- **The following work shall be performed by Union Labor.**

  _ In-Line booths larger than a 10'x20'
  _ Island booths larger than a 20'x20'
  _ Installation of Display
  _ Laying Exhibitor owned carpet
  _ Crating & uncrating of show materials

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

DEADLINE DATE:
MARCH 3, 2015

Vista Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, forklift, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick up, in person, an "EXHIBIT CREW" badge at the Vista Convention Services Labor Desk. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Vista Convention Services Labor Desk by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition etc.

IMPORTANT! It is the responsibility of each Exhibiting Firm using a Non-Official Contractor to complete and return the following forms to Vista Convention Services no later than the Deadline Date shown above.

- ► "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this Exhibitor Service Manual.

- ► Liability "Certificate of Insurance" form which names Vista Convention Services as additionally insured for each Non-Official Contractor firm being used. (Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM VISTA CONVENTION SERVICES IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO VISTA CONVENTION SERVICES BY THE DEADLINE DATE SHOWN ABOVE.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules and Regulations* of this exposition.

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA
CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

INTENT TO USE NON-OFFICIAL CONTRACTORS

DEADLINE DATE:
MARCH 3, 2015

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See above

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Retain one copy for your files.

Smart City Help Desk
(888) 446 - 6911

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: **14 Days Prior 1st Day Show Move-in**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.
With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/order/tc.aspx?center=018

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Wireless services are NOT included on this form – contact the Help Desk for wireless options

Dedicated Wired Internet Routers Allowed	Premium High Speed Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up **Required for**: • Web Casting • HD Streaming • Routers(wired or wireless) **Includes 5 Static Public IP Addresses**	Shared Connection speeds up to 10Mbps **Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads **Includes 1 Static Private IP Address**	Shared Connection speeds up to 1.54Mbps **Recommended for**: • Email • Surfing the Internet **Supports 1 device only**

Important! All online orders will receive a 5% discount.

ORDER ON LINE: https://www.smartcitynetworks.com/Order/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$520	$780	$936	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available Online		www.smartcitynetworks.com/Order/Ordering.aspx			
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	

Send Completed Orders with Payment and Floor Plan To:
SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118
(888) 446-6911 FAX (702) 943-6001 csr@smartcity.com

For Smart City Use Only: **Customer No: 2014 - 018 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2014 - 018 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity®

Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

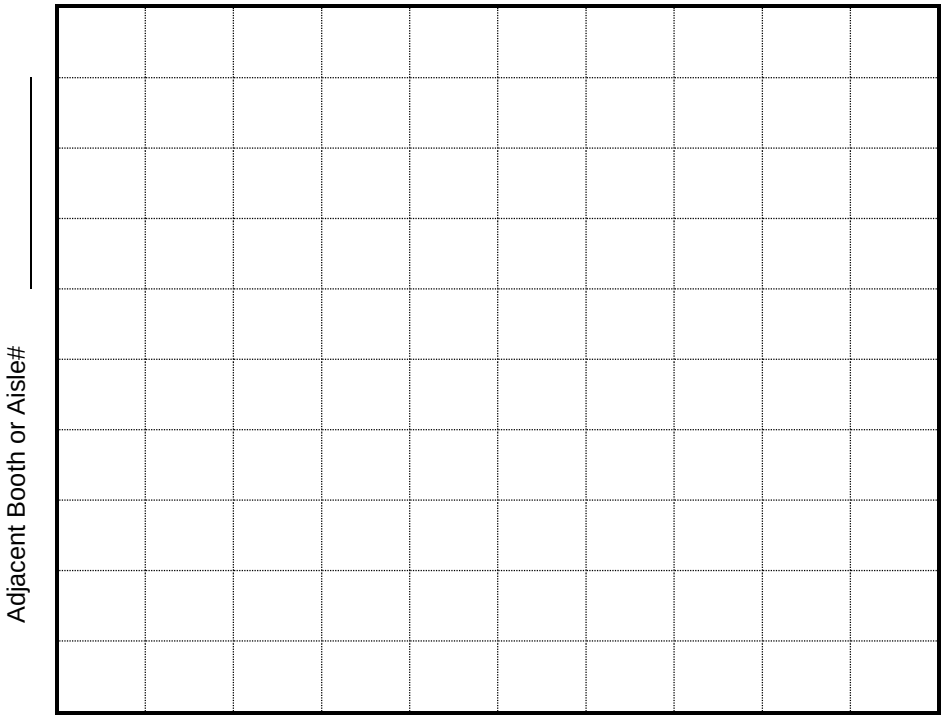
Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2014 - 018 -

Voice and Data communications cabling. Smart City is the **official installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ ***COMPANY NAME:*** _____ ***BOOTH #:*** _____

SERVICE ORDER(S) PAYMENT FORM

Payment Required for Electrical, Cleaning and Plumbing. No Service will be provided without payment and completed service order forms. The Advance Rate will only be valid and processed for orders with payment received 15 days prior to the show opening date. By signing below you acknowledge and agree to these terms and authorize the Atlantic City Convention Center to charge your credit card. No credits will be issued on unused services installed as ordered. Claims cannot be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show opening date. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. No refunds will be issued on unused services installed as ordered.

Section 1 (Company Information)

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Signature: _____
(Please Print)

Phone: _____ Fax: _____

Email Address: _____

Section 2 (Billing Credit Card Expiration Date Must Be Valid Throughout The Event Listed Above)

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA ☐ DISCOVER CARD

Card Number: _____ Expiration Date: _____ / _____
MONTH YEAR

Card Holders Name: _____
(Please Print)

Card Holders *(Signature)*: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

☐ Please Check Here If Tax Exempt, Please fax New Jersey Tax Exempt Form with Payment

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. ***Signature:*** _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

LABOR REQUEST FOR ELECTRICAL/PLUMBING DISTRIBUTION:

MUST CHECK ONE

- ☐ OK to Proceed Without Supervision per Attached Floor Plan
- ☐ DO NOT Proceed – Exhibitor Will Call for Labor

Date:_____ Time:_____

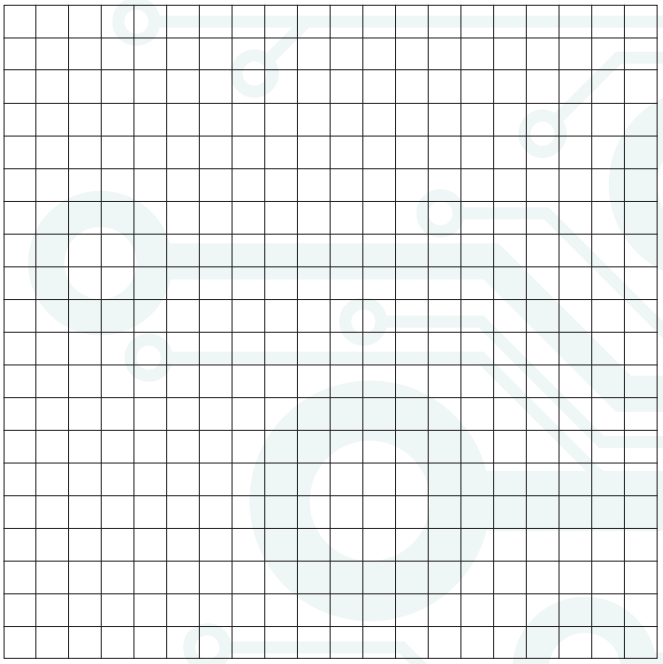
This Labor Order will not be processed until we receive a completed Electrical/Plumbing Order and Service Order Payment Form. Please indicate neighboring booth and aisle numbers. Every effort will be made to facilitate all requests however starting time can only be guaranteed when labor is requested to start at 8:00am. We request that a floor plan be submitted prior to your arrival on site.

(20' x 20') Circle the correct booth type and fill-in the proper orientation around your booth area. (1 Square = 1 Foot)

In-line Booth Peninsula Booth Island Booth

Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____



Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____

LEGEND FOR MARKING GRID PLEASE USE THESE SYMBOLS:

✚ = Main Drop Location
● = 2,000 watt / 20 amp
▲ = 1,000 watt / 10 amp
■ = 208 volt
⟐ = Plumbing

CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING EXHIBIT HOURS.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Advance Rate	Regular Rate
☐ **ONE TIME**	Vacuum carpet before initial opening of event	**30¢**/sq. ft.	**42¢**/sq. ft.
☐ **DAILY**	Vacuum carpet before initial opening of event and daily thereafter	**25¢**/sq. ft.	**37¢**/sq. ft.

Exhibit Space: _____ ft. (x) _____ ft. = _____ sq. ft. (x) days $ _____ (x) $ _____ = TOTAL $ _____

PORTER SERVICE

	Advance Rate	Regular Rate
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	**$99.00**	**$140.00**

Please check preference below:

☐ **DAILY** ☐ **ONCE**

Specify Day _____ Date: _____ Porter Service: _____ days (x) amount per day $ _____ = TOTAL $ _____

SUBTOTAL ESTIMATED CLEANING ORDER: $ _____

Must submit Service Order Payment Form

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ *COMPANY NAME:* _____ *BOOTH #:* _____

ELECTRICAL SERVICE ORDER FORM

Circle connection requiring 24 hour power. If 24 hour power required, add 50% Service Total.

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120 V LIGHTING & UTILITY OUTLETS				(2 Outlets per connection)
	Up to 1000 watts	$120.00	$180.00	
	Up to 2000 watts	$150.00	$225.00	
208V 1ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)* All 208V connections require labor which will be billed at show.				Maximum of one (1) Connection per outlet.
	20 Amp	$320.00	$480.00	
	30 Amp	$390.00	$585.00	
	60 Amp	$680.00	$1020.00	
	100 Amp	$845.00	$1270.00	
	200 Amp	$1320.00	$1990.00	
208V 3ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)*				Maximum of one (1) Connection per outlet.
	20 Amp	$395.00	$590.00	
	30 Amp	$465.00	$690.00	
	60 Amp	$745.00	$1100.00	
	100 Amp	$895.00	$1300.00	
	200 Amp	$1550.00	$1950.00	
TRANSFORMER(S) Circle Outlets Requiring Boost				
	Boosts 208V to 230V	$165.00	$230.00	
480V 3ø MOTOR AND EQUIPMENT OUTLETS *(Floor Plan required)* All 480V connections require labor which will be billed at show.				Maximum of one (1) Connection per outlet.
	30 Amp	$870.00	$1300.00	
	60 Amp	$1120.00	$1635.00	
FLOOD LIGHTS Price includes outlet and labor. Placement of floodlights is at the front corner(s) of your in-line booth. Any other location(s) or installation time may require an additional labor charge.				
	Stem Lights	$100.00	$130.00	
	120 Watt	$105.00	$150.00	
	Dbl 120 Watt	$135.00	$205.00	
	250 Watt Krypton	$140.00	$210.00	
	Overhead Quartz*	$355.00	$540.00	

1. SUB TOTAL	$
2. SALES TAX 7%	$
3. PAYMENT ENCLOSED	$

NOT AVAILABLE AT SOME LOCATIONS.
FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.

Must submit Service Order Payment Form

ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. *Signature:* _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER
Your Northeast Business Address

PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ ***COMPANY NAME:*** _____ ***BOOTH #:*** _____

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to ACCC management.
- No credits will be issued on unused services installed as ordered.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am - 4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: $107.00 per hour Regular Time, $215.00 per hour Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation time. This service will be billed at the tear out rate of $158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $275.00 lift rental.
- Boom Lift Rental: prevailing labor rates (one hour minimum) plus $500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect equipment pre-wired to plug into our system.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form. ***Signature:*** _____

2015 Tri-State Camp Conference
March 17-19, 2015
Atlantic City Convention Center
Atlantic City, NJ 08401

PSAV
PRESENTATION SERVICES

LCD/PLASMA MONITORS	Qty	2-5 DAY RATE Advanced	On Site	Total
20" LCD Flat Panel		$135.00	$162.00	
32" LCD Display w/Table Stand		$235.00	$282.00	
40" LCD Monitor w/Floor Stand		$455.00	$546.00	
42" Plasma Display w/ Floor Stand		$455.00	$546.00	
50" Plasma Display w/ Floor Stand		$565.00	$678.00	
52" LCD Monitor w/Floor Stand		$565.00	$678.00	

LED DISPLAY MONITORS	Qty	2-5 DAY RATE Advanced	On Site	Total
60" LCD Display w/Floor Stand		$745.00	Advance only	
70" LED Display w/Floor Stand		$1,300.00	Advance only	
80" LED Display w/Floor Stand		$1,700.00	Advance only	

PLEASE NOTE: PSAV DOES NOT HANG MONITORS IN BOOTHS

SUPPORT ITEMS	Qty	DAILY RATE Advanced	On Site	Total
DVD Player		$90.00	$108.00	
Laptop Computer		$240.00	Advance Only	
Powered Speaker w/Stand		$130.00	$156.00	
LCD Support Package		$120.00	$144.00	
LCD Display Package		$485.00	$582.00	
Flipchart		$60.00	$72.00	
Wired Microphone(Table/Floor)		$65.00	$78.00	
Wireless Microphone		$175.00	$210.00	

ORDER TOTALS		
EQUIPMENT TOTAL	1	
DELIVERY/PICKUP (18% OF EQUIPMENT $125MIN)	2	
SUBTOTAL	3	
SALES TAX (7% OF SUBTOTAL)	4	
TOTAL DUE		

PSAV CANCELLATION POLICY:
ANY CANCELLATION OF AN ORDER MUST BE RECEIVED 24 HOURS PRIOR TO DELIVERY TO AVOID A CHARGE!

ADVANCED RATE DEADLINE: March 1, 2015

CUSTOMER INFORMATION

Company Name
Address
City/State/Zip
Contact Name
Phone
Email

ON-SITE SHOW INFORMATION

Contact Name
Phone
Email
Booth #

PLEASE FEEL FREE TO CONTACT US IF YOU HAVE ANY QUESTIONS OR WOULD LIKE ADDITIONAL ITEMS NOT LISTED ON THIS FORM!

COMPLETED FORM SHOULD BE SUBMITTED TO

PRESENTATION SERVICES
ATLANTIC CITY CONVENTION CENTER
1 CONVENTION CENTER BLVD.
ATLANTIC CITY, NJ 08401
PHONE: 609-449-2474
FAX: 609-449-2475
EMAIL: sjost@psav.com

Exhibit Transportation

Tri-State Camp Conference
2014
March 17-19, 2015

Atlantic City Convention Center
Atlantic City, NJ 08401

YRC will be the Recommended Freight Carrier for the Tri-State Camp Conference and has the ability to handle any of your transportation needs. YRC can handle any shipments direct to show site or to the Advance Warehouse located in:
300 Commerce Drive, Egg Harbor Township, New Jersey.

For a Rate Quote please call our Exhibit Customer Service Center at:

1-800-531-3976

Please have the following info available for an accurate quote:

1) Origin City and Zip code
2) Destination City and Zip code
3) Pieces---Dimensions if Possible
4) Approximate weight
5) Any Special services such as: (Liftgate, Notify, Expedited, Tradeshow Pick-up or Delivery, Sealed Divider, Inside delivery.)

YRC will have a Representative on site the last day of the show to help answer any questions and assist with your Shipping documents. For Price Quotes you will need to call the Customer Care Center at the number above. Please be sure to keep your Quote ID as this will need to be written on your Shipping documents. (Material Handling Agreement/ Bill of Lading)

Your on-site representative for this show is:

Larry DeFrancesco
YRC Exhibit Manager
Cell 203-410-9656

VII. RULES AND REGULATIONS

RULES & REGULATIONS FOR THE CONVENTION CENTER

1. The use of double-face tape and cloth tape is permitted on concrete floor surfaces only. Poly- ken 105 C tape or approved equal must be used. The removal, and associated costs thereof, of tape and tape residue is the responsibility of the Show Management.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc., or affixed in any manner, to painted surfaces, columns, fabrics or decorative walls in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. Under no conditions will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.
5. Helium balloons are permitted in the Center only when they are securely anchored to exhibits. Balloons may not be given away or sold. If at the conclusion of your event, if one (1) or more balloons used during your function drifted to the ceilings of the Center, you will be charged a fee for their removal. In addition, all containers used to inflate balloons must be securely fastened to a support cart or other stable support. Helium tanks can not be stored overnight inside the building.
6. Adhesive backed decals and stickers may not be distributed in the Center. Costs associated with the removal of decals/stickers are the responsibilities of the Show Management.
7. Movement of portable walls in the Center must be performed by Center personnel only.
8. Use of Center equipment, supplies and other materials is limited to Center personnel only unless approved in writing by the Center.
9. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
10. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. (Minimal light will be maintained during move in/out).
11. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
12. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting room.
13. Use of glitter and confetti is not permitted in the Center without the prior written approval of the Center. Costs associated with the cleanup of glitter, confetti and related materials are the Show Management's responsibility.
14. Compressors which are not a fixed part of machines are not permitted.
15. All floor load capacities should be strictly observed.
16. The sale or distribution of novelty merchandise is prohibited without prior written approval of the Center.
16. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
17. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
18. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention numbers.
19. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. **Service animals with proper identification are permitted.**

20. The Center maintains an exclusive Food & Beverage Department operated by Ovations. All arrangements for food and beverage should be contracted directly with the Food & Beverage Department.
21. Damages to the Center are the responsibility of Show Management. Incidents of damages should be reported to the Public Safety Department immediately.
22. Show Management is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of Show Management.
23. Show Management is responsible for removal of bulk trash prior to opening of show. Center will charge Show Management for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. Show Management must return the contracted areas to "broom swept" condition. Costs for returning the said areas to this condition are Show Management's responsibility.
24. Show Management must abide by any and all Center labor rules and jurisdictions. Center will provide Show Management labor guidelines when applicable.
25. All facility utilities are the property of the Center. Show Management is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Show Management's responsibility.
26. All working personnel will take breaks in the Center's designated areas and will be provided with specific facilities for restrooms and lunch rooms (when available).
27. No soliciting is permitted in the Center or on Center premises.
28. Any and all unsafe conditions or activities must be terminated immediately upon request. The Center will remove disruptive parties as necessary.
29. The Center provides on an exclusive in-house basis all electrical, utility, security, business services, telecommunications and food and beverage services.
30. Alcoholic beverages may not be brought into the Center. The Center may prohibit the consumption of alcoholic beverages at any time.
31. No dumping of any materials into the floor ports (pockets). Lessee is liable for damages to floor port utilities cause by exhibitors and/or event representatives.
32. For specifics regarding rules governing cooking displays, please contact your Event Manager for specific detailed information.
33. Specialty booths including but not limited to multiple levels, hard walled areas, tent structures exceeding 300 sq. ft. or moving mechanical displays must be submitted to the AC Convention Center for review by the DCA Fire Inspector.
34. The use of fog machines is prohibited within the Center without prior approval. If approved by Center, fog machines must be water based, tested on-site by Center prior to usage.
35. All mulch, pine needles, etc displayed in the AC Convention Center must be treated with flame retardant substance.
36. A 5' buffer must be maintained from airwalls. No storage of any type is permitted behind pipe/drape.
37. New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owners' expense.
38. Licensee and vendors must comply and act in accordance with all applicable Federal, State and Local laws governing their operations and associated products and services within the Center.

EXHIBITOR SALES
COOKING SHOW RULES AND REGULATIONS

COOKING REGULATIONS

Cooking in exhibit booths is permitted in the Atlantic City Convention Center, subject to the below listed requirements & conditions. The below conditions apply to an exhibitor who is selling their product in their booth. Any vendors wishing to sell product in their booth must also get approval from Ovations the exclusive food and beverage provider of the Center.

PERMITS ARE REQUIRED FOR THE FOLLOWING

1. Any cooking operation which involves the use of an open flame producing device, ex: propane, natural gas and butane stoves.
2. The use of propane canisters is limited to 1lb. or less in size no more than 5 refill canisters in a booth at a time.
    a. Any cooking of product producing grease laden vapors is prohibited. Products containing/producing grease i.e steak, chicken, sausage etc. can only be re-heated in vendor booth, not cooked raw.

FIRE SAFETY PERMIT PROCESS

A Fire Safety Permit shall be obtained from the New Jersey Division of Fire Safety. The Permit Application with fee of $42 is required for each exhibit booth planning to cook. The Application shall be received by the Division of Fire Safety 15 days prior to the event date. Applications can be obtained by calling the Division of Fire Safety at (609) 633-6132 or on the internet at www.state.nj.us/dca/divisions/dfs. Under "I want to:" click on "View Forms/Applications for DFS". Scroll down to "Standarized Forms-Bureau of Fire Code Enforcement". Click on "Permit Application". When completing the form, in the Location Section, use Atlantic City Convention Center, 1 Miss America Way, Atlantic City, N.J.. Please specify the Event Name. The Application should be mailed to New Jersey Division of Fire Safety, 101 South Broad Street, PO Box 809, Trenton, N.J. 08625-0809. All checks should be made payable to Treasurer, State of New Jersey.

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING

1. Use of George Foreman grills, Panini grills, induction cookers, toaster ovens, sauté pans, (not using grease or oils, ex. Pam/Butter), Pressure cookers, boiling of water or cooking of sauces and gravies, and heating devices (ex. Sterno). Sterno warmers must be properly secured to prevent them from being accidentally tipped over.

RULES & REGULATIONS REGARDING COOKING OPERATIONS MUST ADHERE TO NFPA 101 AND THE FOLLOWING:

1. Cooking any raw product that produces grease laden vapors is **prohibited. Vendors selling products containing or producing grease laden vapors are restricted to just re-heating previosly cooked product(s) in booths.**
2. Each exhibit booth using cooking operations shall have a least a minimum of (1) 20 BC rated Fire Extinguisher, with a valid, dated, inspection tag showing an inspection date within (1) year of the date of the event.
3. All cooking and heating devices including sterno's shall be isolated from the public by at least 4' or by non-combustible barrier between devices and the public.
4. Cooking booths shall not have any type of combustible hanging or decorative materials within 3' of the cooking operations, ex: side drapes, carpets, banners, etc..
5. Be limited to 288 sq. in. of cooking surface per booth.
6. Be placed on non-combustible surface materials.
7. Be separated from each other by a minimum horizontal distance of 2'.

All Events are subject to inspection by the N.J. Division of Fire Safety.

Revised: 12/6/12/M.Santos/M.Versaggi-DCA)

THE ATLANTIC CITY CONVENTION CENTER'S

APPROVED COOKING APPARATUS LIST

- George Foreman Grills
- Panini Grills
- Induction Cookers
- Butane Stoves
- Toaster Ovens
- Sauté' Pans (not using grease or oils)
- Pressure Cookers
- Deep fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. See your Event Manager for additional details.

Not approved are Electric Grills for cooking steaks or any items creating "Grease Laden Vapors". See your Event Manager for details.

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
PO BOX 809
TRENTON, NEW JERSEY 08625-0809
609-633-6132
609-633-6330 (FAX)

APPLICATION FOR PERMIT

LOCATION INFORMATION

Name: **ATLANTIC CITY CONVENTION CENTER** Street Address: **ONE CONVENTION BOULEVARD**

Municipality: **ATLANTIC COUNTY** County: **ATLANTIC**

State: **NEW JERSEY** Zip Code: **08401** Telephone No: **609-449-2000** Fax No:

APPLICANT INFORMATION

Applicant's Name: Applicant's Home Street Address:

Municipality: County:

State: Zip Code: Telephone No: Fax No:

Federal Tax ID (or) Social Security Number: _____

In accordance with N.J.S.A. 52:27D -201 and N.J.A.C. 5:3-1.2, voluntary provision of your social security number will ensure the efficiency of its program's notification system

[**x**] Permit requested for following date(s): _**AND TIMES**_____

[*****] Permit requested on annual basis – Expiration Date: _* **NOT AVAILABLE**_____

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location:

_____

_____

And / or for the storage, occupancy, use, sale, handling or manufacturing of the following:

_____

_____

State quantities and method for each category to be stored or used:

_____

_____

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

_____ _____ _____

Applicant's Signature Title Date

See reverse side for information concerning your administrative appeal rights if this application is denied.

Make check payable to "Treasurer, State of New Jersey" and mail to
Department of Community Affairs, Division of Fire Safety, PO Box 809, Trenton, New Jersey 08625-0809

FOR OFFICIAL USE ONLY

MUNICIPAL CODE: _____-_____ REGISTRATION #: _____

Permit type: _____ [ ] Conditions imposed [ ] Denied [ ] Approved pending payment of $_____ Permit fee

Assigned to Inspector: _____

ADMINISTRATIVE APPEAL RIGHTS

YOU MAY CONTEST THE DENIAL OF AN APPLICATION FOR PERMIT
AT AN ADMINISTRATIVE HEARING.

The request for a hearing must be in writing within 15 days after receipt of this decision and addressed to:

Hearing Coordinator
Division of Fire Safety
Department of Community Affairs
PO Box 802
Trenton, New Jersey 08625-0809

In accordance with the rules promulgated under the Administrative Procedure Act (N.J.S.A. 52:14B-1 et seq. and 52:14-F-1 et seq.), an appeal request must sufficiently identify the decision or action you wish to appeal and the specific reasons forming the basis for your dispute, in order that a decision may be made as to whether your appeal constitutes a contested case.

You are advised that only matters deemed to be CONTESTED CASES, as defined by the Administrative Procedures Act, will be scheduled for a hearing. If a hearing is scheduled, you will be notified in advance of the time and place.

At a hearing, a corporation may be represented only be a licensed attorney, unless approval is given by the Office of Administrative Law.

The application fee for a permit shall be as follows:

1. **TYPE 1- $42.00**
2. **TYPE 2- $166.00**
3. **TYPE 3- $331.00**
4. **TYPE 4- $497.00**
5. **TYPE 5 - RESERVED**

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
1915 NEW ROAD
NORTHFIELD, N.J. 08225

CHRIS CHRISTIE
GOVERNOR
KIM GUADAGNO
LT. GOVERNOR

ANDREW P. SIDAMON-ERISTOFF
ACTING STATE TREASURER

NJ Division of Taxation
Phases out paper sales and use tax returns

The Division of Taxation has phased out the use of paper sales and use tax returns and no longer issues Form ST-50/51 coupon booklets. Effective with returns and payments for the third quarter of 2005, all taxpayers must file their sales and use tax returns electronically, either online or by phone through the NJ Sales and Use Tax EZ File Systems, and submit payments electronically by electronic check (e-check), electronic funds transfer (EFT), or credit card.
For further information regarding this matter you may visit the Division of Taxations website at:
https://www1.state.nj.us/TYTR_BusinessFilings/jsp/common/Login.jsp?taxcode=55

Starting a business in New Jersey?
Visit http://www.nj.gov/njbusiness/starting/
This Business Portal will give you useful information on selecting a business type for your circumstances, naming your business and registering with the State of New Jersey. You will also be able to access information that you may need on licensing and permits, financing and incentive programs, and business opportunities.

Do you have questions about New Jersey taxes?
Visit http://www.nj.gov/njbusiness/tax/
This Business Portal will give you useful information about New Jersey Taxes administered by the Division of Taxation. Some of the subjects explained on this web page are: Learn about Sales & Use Tax and how to register, general information about Corporations & S Corporations and Assistance and General Tax Information.

For further information regarding tax matters you may visit the Division of Taxations website at:
http://www.state.nj.us/treasury/taxation/

Some Quick links
Sales & Use tax forms http://www.state.nj.us/treasury/taxation/prntsale.shtml
Sales and Use Tax http://www.state.nj.us/treasury/taxation/su.shtml
File and Pay http://www.state.nj.us/treasury/taxation/filepay.shtml
Business Registration & Information Services (administered by the Division of Revenue)
http://www.state.nj.us/treasury/taxation/eservicesother.shtml#reg

ST-3 (11-99, R-10)

State of New Jersey
DIVISION OF TAXATION

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a properly completed New Jersey exemption certificate.

SALES TAX
FORM ST-3

RESALE CERTIFICATE

PURCHASER'S NEW JERSEY CERTIFICATE OF AUTHORITY NUMBER

To be completed by purchaser and given to and retained by seller. See instructions on back.
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO _____ Date _____
(Name of Seller)

_____
Address City State Zip

The undersigned certifies that:

(1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.

(2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

_____

(3) The merchandise or services being herein purchased are described as follows:

(4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*

(a) ☐ For resale in its present form.

(b) ☐ For resale as converted into or as a component part of a product produced by the undersigned.

(c) ☐ For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.

(5) The services described in (3) above are being purchased: *(check the block which applies)*

(a) ☐ By a vendor who will either collect the tax or will resell the services.

(b) ☐ To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears (under the penalties for perjury and false swearing) that all of the information shown in this Certificate is true.

_____
NAME OF PURCHASER (as registered with the New Jersey Division of Taxation)

_____
(Address of Purchaser)

By _____
(Signature of owner, partner, officer of corporation, etc.) (Title)

MAY BE REPRODUCED
(Front & Back Required)

INSTRUCTIONS FOR USE OF RESALE CERTIFICATES - ST-3

1. **Good Faith** - In general, a seller or lessor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations pertinent to the business in which he deals.

   In order for "good faith" to be established, the following conditions must be met:

   (a) The certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.

   (b) The certificate must be an officially promulgated certificate form or a substantial and proper reproduction thereof.

   (c) The certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

   The vendor may, therefore, accept this "good faith" Resale Certificate as a basis for exempting sales to the signatory purchaser provided that:

   (d) The purchaser's Certificate of Authority number, indicating that the purchaser is registered with the New Jersey Division of Taxation, is entered on the face of the Certificate.

   (e) The purchaser has entered all other information required on the form.

   (f) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for the purpose described in this Certificate.

2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.

3. **Correction of Certificate** - In general, sellers have 60 days after date of sale to obtain a corrected certificate where the original certificate lacked material information required to be set forth in said certificate or where such information is incorrectly stated.

4. **Additional Purchases by Same Purchaser** - This certificate will serve to cover additional purchases by the same purchaser of the same general type of property. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and New Jersey Certificate of Authority number for purpose of verification.

5. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than three years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the vendor and available for inspection on or before the 60th day following the date of the transaction to which the certificate relates.

EXAMPLES OF PROPER USE OF RESALE CERTIFICATE

a. A retail household appliance store owner issues a Resale Certificate when purchasing household appliances from a supplier for resale.

b. A furniture manufacturer issues a Resale Certificate to cover the purchase of lumber to be used in manufacturing furniture for sale.

c. An automobile service station operator issues a Resale Certificate to cover the purchase of auto parts to be used in repairing customer cars.

EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE

In the examples below, the vendor should not accept Resale Certificates, but should insist upon payment of the sales tax.

a. A lumber dealer can not accept a Resale Certificate from a tire dealer who is purchasing lumber for use in altering his premises.

b. A distributor may not issue a Resale Certificate on purchases of cleaning supplies and other materials for his own office maintenance, even though he is in the business of distributing such supplies.

c. A retailer may not issue a Resale Certificate on purchases of office equipment for his own use, even though he is in the business of selling office equipment.

d. A supplier can not accept a Resale Certificate from a service station owner who purchases tools and testing equipment for use in his business.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of Resale Certificates may be made without the prior permission of the Division of Taxation.

Have a question? Write:

Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281

ST-3NR
(11-99, R-2)

State of New Jersey
DIVISION OF TAXATION
SALES TAX

Form ST-3NR

RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

For use **ONLY** by out-of-state vendors not required to be registered in New Jersey

THIS FORM IS NOT VALID UNLESS COMPLETED IN ITS ENTIRETY.

Please read and comply with instructions on both sides of this certificate.

SELLER

Name _____

Address _____

New Jersey Tax Registration Number _____

PURCHASER

Name _____

Business Location _____

State(s) of Registration _____

Out-of-State Registration Number(s) _____

Type of Business (e.g., retailer, wholesaler, manufacturer, repair shop) _____

Description of Item(s) Sold, Serviced or Leased: _____

Description of Item(s) Purchased: _____

This merchandise or service is being purchased for (check applicable item)

- ☐ Resale in its present form
- ☐ Resale as a physical component of a product produced or repaired by the buyer
- ☐ Lease (outside New Jersey)

The purchaser certifies it has no place of business, employees, independent contractors, service activities, or leased tangible personal property in New Jersey, is not required to be registered with the New Jersey Division of Taxation, and in fact is not registered with the New Jersey Division of Taxation.

The purchaser further certifies that if any property purchased tax free is used or consumed by the firm in New Jersey making it subject to New Jersey sales and use tax, the purchaser will pay the proper tax to the Division of Taxation.

Under penalties of perjury I swear or affirm that the information on this form is true and correct to the best of my knowledge.

Authorized Signature _____
(Owner, Partner, Corporate Officer)

Title _____ Date _____

Address _____

This section MUST be completed when purchaser takes delivery of goods in New Jersey:

Signature of person taking delivery (if different from above) . . . _____

Identification . . . . . Type of ID: _____
(e.g., driver's license, credit card with photograph)
Number: _____

MAY BE REPRODUCED - (Front and Back Required)

INSTRUCTIONS FOR USE OF RESALE CERTIFICATES FOR NON-NEW JERSEY VENDORS ST-3NR

1. **Good Faith** - In general, a vendor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon the transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations applicable to the business in which it deals.

   In order for "good faith" to be established, the following conditions must be met:

   (a) This certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.
   (b) This certificate must state a proper basis for the exemption.
   (c) This certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

   The vendor may therefore accept this resale certificate in "good faith" as a basis for exempting sales to the signatory purchaser provided that:

   (a) The purchaser has entered all information required on the form, including the purchaser's state(s) of registration and the registration numbers issued by each state in which it is registered.
   (b) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for resale in the manner described in this certificate.
   (c) The vendor has no reason to believe that the purchaser has a place of business, employees, independent contractors or service activities or leases tangible personal property in New Jersey.

2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.

3. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the sale covered by the certificate.

EXAMPLES OF PROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

(a) A craftsman registered in Pennsylvania as a retail and wholesale seller of furniture comes to New Jersey to purchase lumber which he will use in making furniture.
(b) A merchant registered as a retail seller of books in Connecticut purchases books for his inventory from a New Jersey dealer and sends his employee to pick up the merchandise.
(c) A computer store owner registered as a retailer in Wisconsin purchases canned software for her inventory while attending a trade show in New Jersey, and carries it away from the show herself.

EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

(a) A lumber dealer may not accept an ST-3NR from a contractor who intends to use it in working on his customers' real property, because under New Jersey law, contractors are considered to be the retail purchasers of the construction materials that they use.
(b) A bookseller may not accept an ST-3NR from a doctor who is purchasing books for patients to read in her waiting room, because this would not be a purchase for resale.
(c) A candy wholesaler may not accept an ST-3NR from a purchaser who shows a New Jersey store address on the form, because this information would give the vendor reason to believe that the purchaser should be registered in New Jersey.
(d) A plant nursery may not accept an ST-3NR from a New York florist who requests delivery of the plants by common carrier to his New York location, because this would not be a New Jersey sale.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of resale certificates may be made without the prior permission of the Division of Taxation.

HAVE A QUESTION? Contact: NJ Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281, Telephone: (609) 292-6400.

WELCOME TO ATLANTIC CITY!

We are excited to be the choice caterer in delivering your booth service needs. Ovations Food Services is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full service company that specializes in catered events.

We have combined your favorite food service choices with some regional fare to create menu selections for this year's show. We provide staff that is experienced in booth service delivery as well as on-site separate preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner.

Pertinent Exhibitor Information

All food and beverages served within the exhibit halls must be ordered through Ovations Food Services, the exclusive caterer at the Atlantic City Convention Center and Boardwalk Hall. No food or beverage will be permitted to be brought into the convention center without prior written authorization by Ovations Food Services management. ***If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.***

We require 100% payment of the food service purchased by either check or credit card along with a signed contract.

All orders will be charged a 23% catering supplement fee plus applicable tax. If an exhibitor needs tables for food service, arrangements should be made with the official show decorator. Scheduled booth services canceled at the time the show is in process will incur 100% of the estimated charges.

Alcoholic beverages may not be brought onto the premises during this event.

A final guarantee of attendance is required 3 working days prior to all food and beverage events.

Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.

Food and Beverage Sampling

Atlantic City Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Ovations Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Ovations Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the New Jersey Department of Health.

ALL ORDERS RECEIVED WITHIN 72 HOURS OF THE SHOW WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE & OVATIONS MAY NOT BE ABLE TO ACCOMMODATE THESE ORDERS.

How to order

We have dedicated a catering sales representative who specializes in shows like yours. Our dedicated Booth Service number is ***(609) 449-2058****. You may also fax your food and beverage booth service order to our office. Our office fax number is* ***(609) 449-2416****. All information faxed must be sent one week prior to show start along with credit card information. You may also mail your information. To guarantee delivery it must be received one week in advance. Our mailing address is:*

Ovations Food Services
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Attn: Catering Sales

BREAKFAST ITEMS

MUFFINS OR DANISH	$35.00 */ dozen*
BAGELS WITH CREAM CHEESE	$31.00 */ dozen*
DONUTS	$36.00 */ dozen*
CINNAMON ROLLS	$36.00 / dozen
ASSORTED FRUIT YOGURT	$3.25 *each*

SNACKS

FRESH BAKED BROWNIES	$31.00 */ dozen*
FRESH BAKED COOKIES	$31.00 */ dozen*
SOFT PRETZELS with SPICY MUSTARD	$45.00 */ dozen*
CHIPS & SALSA (Serves 25)	$60.00 *each*
CHIPS & DIP (Serves 25)	$60.00 *each*
INDIVIDUAL BAGS OF CHIPS	$20.00 / *dozen*
ASSORTED CANDY BARS	$20.00 / *dozen*
DELUXE MIXED NUTS	$23.00 */ pound*
PARTY MIX	$15.00 */ pound*
TRAIL MIX	$15.00 */ pound*
INDIVIDUAL ICE CREAM TREATS	$40.00 */ dozen*

CANDY BY THE POUND

HOSPITALITY MINTS	$12.00 */ pound*
STARLIGHT MINTS	$12.00 */ pound*
HERSHEY'S KISSES	$14.00 */ pound*

REFRESHMENTS AND BEVERAGES

FRESHLY BREWED COFFEE	$45.00 */ gallon*
FRESHLY BREWED DECAF	$45.00 */ gallon*
HOT WATER AND 16 TEA BAGS	$40.00 */ gallon*
FRESHLY BREWED ICED TEA	$40.00 */ gallon*
ASSORTED COCA COLA SOFT DRINKS 12 oz	$3.00 *each*
BOTTLED WATER DASANI 20OZ	$4.00 *each*
INDIVIDUAL BOTTLED JUICES	$3.75 *each*

WATER COOLER

ELECTRIC WATER COOLER $125.00 */ day*

Initial Setup includes Electric Cooler; Five Gallon Water Tank & Cups
Requires 110-volt/1000 watts connection

FIVE GALLON WATERBOTTLE REFILL $25.00 *per refill*

DELI PLATTERS AND PARTY TRAYS

	Serves 10-15	Serves 20-25	Serves 35-40
FRESH VEGETABLE TRAY	Small $50	Medium $80	Large $125
GOURMET CHEESE & FRUIT	Small $125	Medium $175	Large $225
ASSORTED DELI SANDWICHES	Small $140	Medium $230	Large $275

BOX LUNCH SELECTIONS

All boxed lunches includes Apple, Chips, Sweet Treat, & Bottled Water

CHICKEN OR TUNA SALAD $18.95
On a Large Croissant with Cheese, Lettuce & Tomato

ROASTED TURKEY BREAST & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

HONEY GLAZED HAM & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

CENTER CUT ROAST BEEF & CHEESE $18.95
On a Soft Hoagie Roll with Lettuce & Tomato

VEGETARIAN WRAP $18.95
Balsamic Grilled Portabella Mushroom with Fire Roasted Red Peppers, Spring Mix and Buffalo Mozzarella with Pesto

CAKE WITH LOGO OR SPECIAL MESSAGE

	HALF SHEET CAKE: (Serves 40)	FULL: (Serves 75)
BUTTERCREAM	$80.00	$155.00
STRAWBERRY SHORTCAKE	$90.00	$165.00
ITALIAN RUM	$90.00	$165.00
BLACK FOREST	$90.00	$165.00
GERMAN CHOCOLATE	$110.00	$180.00
TIRAMASU	$110.00	$180.00
CHOCOLATE MOUSSE	$110.00	$180.00

OTHER OPTIONS

ICE (40LB BAG) $25.00 *per bag*

POPCORN MACHINE RENTAL $325.00 */ per day*

- *Includes 12 Popcorn Kits and Unlimited Bags*

POPCORN ATTENDANT $150.00 */ 4 hr minimum*

BOOTH SERVICES ORDER FORM

COMPANY **CONTACT**

STREET ADDRESS

CITY **STATE** **ZIP CODE**

PHONE NUMBER **FAX NUMBER** **E -MAIL**

TRADE SHOW **BOOTH NUMBER**

ON -SITE AUTHORIZED CONTACTS

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QUANTITY	PRICE

ESTIMATED SUBTOTAL _____

23% SERVICE CHARGE _____

ESTIMATED SUBTOTAL _____

7% SALES TAX _____

INSTRUCTIONS:
FILL OUT ORDER FORM AND FAX YOUR ORDER TO *609.449.2416* OR CALL CATERING SALES AT 609.449.2058

1. A 23% catering supplement fee, 7% sales tax and 3% city liquor tax (where applicable) will be added to total.
2. Food service function sheets and the total amount due will be sent to you. PLEASE contact us if you do not receive confirmation of your services.
3. All replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
4. Cancellations require a 72 hour notice or full charges will be incurred.

VISA MasterCard AMERICAN EXPRESS

(**CIRCLE ONE)**

CREDIT CARD NUMBER

EXPIRATION DATE: _____ **SIGNATURE:** _____

NAME AS IT APPEARS ON CARD: _____ **SECURITY CODE:** _____

MAIL, FAX OR EMAIL TO: Ovations Food Services | Atlantic City Convention Center | 1 Convention Boulevard | Atlantic City, NJ 08401
Phone: 609.449.2058 | Fax: 609.449.2416 | Email: Sharon.Henschel@Ovationsfs.com

EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Ovations Food Services exclusive contract at the Atlantic City Convention Center & Boardwalk Hall. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify Ovations Food Services in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Ovations Food Services or purchased through Ovations Food Services).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.

Ovations Food Services and the Atlantic City Convention Center & Boardwalk Hall require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from Ovations Food Services at least (7) seven working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

Not approved are Electric Grills for cooking steaks or any items creating "Grease Laden Vapors".

All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey (fees are applicable unless waived by Ovations Food Services or purchased through Ovations Food Services). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must also hire an Ovations union bartender to serve any alcoholic beverages. Bartender fee is $250.00 four hour minimum then $25.00 for each additional hour. Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required"

Insurance Requirements:
General Certificate Liability Insurance for $2,000,000 Each Occurrence and $2,000,000 Aggregate. Certificate must name as additional insured **Ovations Food Services and Atlantic City Convention Center** on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.

SAMPLING AUTHORIZATION FORM

Deadline: 30 days prior to event

Please submit the following information for approval to distribute your product as a sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **"bite size", 2oz or less portions of their own food products and 4oz. container of non-alcoholic beverages.**

Company Name: _____ **Booth #**: _____

Contact Name: _____

Phone: _____ **Email**: _____

Description of Product(s) to be distributed for sampling:

_____ Sample Size _____

_____ Sample Size _____

_____ Sample Size _____

_____ Sample Size _____

Method of Distribution: ☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)

☐ Cup (Liquid) ☐ Cup (Solid)

Does product need additional preparation on-site prior to distribution? ☐ Yes ☐ No
If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff - Fees Apply

Product is served: ☐ Hot ☐ Cold ☐ Room Temperature

Product is stored in: ☐ Booth ☐Refrigerated storage ☐ Frozen storage
(Refrigeration or Freezer Storage Fees Apply)

Return to:

FAX OR EMAIL TO:

Sharon Henschel
Ovations Food Services
Atlantic City Convention Center
1 Convention Boulevard | Atlantic City, NJ 08401
Phone: 609.449.2058 | Fax: 609.449.2416
Email: Sharon.Henschel@Ovationsfs.com

BARTIZAN CONNECTS

33rd ANNUAL TRI-STATE CAMP CONFERENCE & EXPO
Atlantic City Convention Center
Atlantic City, NJ

March 16th – 19th, 2015

2015 TRI-STATE CAMP CONFERENCE

Order Online: http://shop.bartizan.com/TriCamp.html **Fax Order to: 914-965-7746**

Modernize Your Booth Marketing

Three Lead Retrieval Options to Choose From:

What is the iLeads App?

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the barcode when available.

Supported devices:

- √ iPod touch®, iPhone®, iPad®
  (Minimum Operating System required is7.0)
- √ Android™ Smartphone and tablet, Android based Kindle
  (Minimum Operating System required is 4.0.3)

Expo! Leads2Go©

Wireless handheld lead retrieval terminal that is capable of more than just capturing leads. This light-weight device has the ability to play video, display images, and even has the capacity to attach a voice memo to a lead record.

Bluetooth Printer – Add a wireless mini printer for hardcopy on demand lead printouts

Expo! Ultra™

Desktop, stand-alone lead retrieval terminal that automatically saves lead data without downloads or internet access. Leads can be exported from the built in printer or saved to a USB memory stick for transfer to a PC or CRM system.

Marketing Extras, included, no extra charge

Attendee Notification

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

Lead Management Software

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 6 months after the show.

Exhibitor Education

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

33rd ANNUAL TRI-STATE CAMP CONFERENCE & EXPO
Atlantic City Convention Center
Atlantic City, NJ

March 16th – 19th, 2015

Order Online: http://shop.bartizan.com/TRICamp.html **Fax Order to: 914-965-7746**

All Lead Packages Include:

√ **Lead Retrieval for Your Booth**

√ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

Lead Retrieval Options	QTY	ORDER BY By 2/18/2015	ORDER BY By 3/4/2015	ONSITE	TOTAL
Capture leads by typing Badge ID # or scan the QR code when available by using your own device. ***Booth Price Packages:***					
1 License: ……..		$199.00	$209.00	$219.00	_____
2 Licenses: ……		$269.00	$279.00	$289.00	_____
3 Licenses: ……		$339.00	$349.00	$359.00	_____
4 Licenses: ……		$399.00	$409.00	$419.00	_____
5 Licenses: ……..		$449.00	$459.00	$469.00	_____
Additional Licenses available after 5th license for $50.00 per license	☐	$50.00	$50.00	$50.00	_____
iPod touch Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$295.00	$315.00	N/A	_____
iPad Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$395.00	$415.00	N/A	_____
3G Service is available for an additional $80.00	☐	$475.00	$500.00	N/A	_____
Expo! Leads2Go© Package Portable handheld unit. Saves all leads to an included SD card. No electricity required.	☐	$310.00	$320.00	$330.00	_____
Bluetooth Printer – Add a wireless mini printer for hardcopy on demand lead printouts	☐	+$35.00	+$35.00	N/A	_____
Expo! Ultra™ Package Desktop unit. Saves leads to included USB memory stick. Built-in printer Electricity required	☐	$260.00	$270.00	$280.00	_____

Helpful Extras – Optional Add-Ons

Customized Qualifiers for use with Expo! Leads2Go© and Expo! Ultra™	☐	$50.00	$95.00	N/A	_____
Post Show Data Conversion	☐	$95.00	$95.00	N/A	_____
Booth Delivery	☐	$50.00	$50.00	N/A	_____

Company Name _____ → **GRAND TOTAL** _____

33rd ANNUAL TRI-STATE CAMP CONFERENCE & EXPO
Atlantic City Convention Center
Atlantic City, NJ

March 16th – 19th, 2015

Customized Qualifying Questions to be used with EXPO! Ultra & EXPO! Leads2Go

• Booth #_____ • Date Ordered_____

• Company Name_____ • Contact Name_____

- If you choose to take advantage of our Custom Qualifiers, please type or print your Custom Checklist below.
- All questions must be statements (i.e. *Send Catalog, need product in 3 months*) or have a range (i.e. *200-500 Employees*; *$5 - $15 million in sales*)
- Qualifiers already come standard with your units but can be replaced with your customized ones.
- Custom codes can include listing different time periods for sales rep. follow-up, list your specific products the leads are interested in, assign sales reps names for immediate follow up or action items.

Please type or clearly print your Custom Questions below
E-mail: customerservice@myleadretrievalorder.com or Fax: 914-965-7746

We encourage you to take advantage of our custom qualifier codes.

If you choose not to use custom qualifiers for your scanner, your device will come with these standard codes.

1. Send Line Card
2. Send Catalog
3. Send detailed data
4. Send Samples
5. Have Salesman Call
6. Provide Quote
7. Immediate Need
8. Setup Demo
9. End User
10. Distributor
11. VAR
12. OEM
13. Does Purchasing
14. Recommends
15. Final Say

Number	**Qualifying Question** (limited to 25 characters)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

33rd ANNUAL TRI-STATE CAMP CONFERENCE & EXPO
Atlantic City Convention Center
Atlantic City, NJ

March 16th – 19th, 2015

Order Online: http://shop.bartizan.com/TRICamp.html **Fax Order to: 914-965-7746**

COMPANY: _____BOOTH #: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP:_____COUNTRY:_____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

_____

Email:

_____

ORDER ONLINE:
http://shop.bartizan.com/TRICamp.html

Mail Checks to:
Bartizan Connects,
Attn: Customer Service
217 Riverdale Avenue,
Yonkers, NY 10705
Phone: 800.899.2278 **Order by Fax:** 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

My Tradeshow Connections:
All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please log on to: www.leadslightning.com/leadslightning/TRICamp2015 to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

TERMS AND CONDITIONS

1. **Cancellations made 7 or more days prior to the event are subject to a $50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.**
2. **Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.**
3. **It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.**
4. **Replacement cost for lost equipment: iPod Touch®: $300.00. iPad®: $650.00**

PAYMENT

VISA MasterCard American Express Cards Diners Club International DISCOVER NETWORK

Check# _____

_____ _____

Cardholder Name Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

_____ _____ _____

Card Number Expiration Date Security Code

TRI STATE CAMP **Show Dates** 3/18-20/15 **ACCC**

THE SECRET GARDEN
2 CENTRAL SQUARE
LINWOOD, NJ 08221
Phone (609) 926-8999
Fax (609) 926-1356
www.secretgardenlinwood.com

EXHIBITOR

PRICE and ORDER FORM

FLORAL ORDER FORM

FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement 12 - 14" High	50.00		
Fresh Floral Large Arrangement 15 - 18" High	65.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Large Arrangement 24" High	100.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums ___ yellow ___ white ___ lavender	16.50		
Azaleas ___Pink ___White ___Red ___Mixed	30.00		
Seasonal Flowering Plant ___	35.00		
Tropical Bromeliads ___Pink ___Red___Yellow	30.00		
Green Table Plant	22.00		
Medium __ **Fern** __ **Ivy** __ **Pothos Plant**	26.50		
Large Fern	32.50		
3 Foot Green Foliage Plant	35.00		
4 Foot Green Foliage Plant	45.00		
5 Foot Green Foliage Plant	55.00		
6 Foot Green Foliage Plant	70.00		
7 Foot Green Foliage Plant	85.00		
ADVANCE ORDER SPECIAL 1 Fresh Floral Arrangement 15 - 18" High 1 Green Table Plant 2 - 3 Foot Green Foliage Plants	130.00		
		SUBTOTAL	
		7% SALES TAX	
		TOTAL	

ON SITE ORDERS SUBJECT TO AVAILABILITY

PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

RETURN THIS ORDER FORM WITH PAYMENT TO *THE SECRET GARDEN*

Company _____ Phone _____
Address _____ Fax _____
City _____ State ___ Zip Code _____ Email _____
Contact _____ **BOOTH #** _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: ***THE SECRET GARDEN***

☐ American Express (15 digits) ☐ Visa (13 or 16 digits) ☐ MasterCard (16 digits) ☐ Check

Credit Card Number (3 numbers on back of card_____) Expiration Date

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐ ☐☐

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 M M Y Y

Authorized Signature *Name on Card*

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage. Tri-State Camp Conference will be responsible for all materials shipped directly to showsite.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHIP IN QUANTITY. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.

***Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**

*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.

*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the MATERIAL HANDLING SERVICE AND RATES form in this manual.

*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the MATERIAL HANDLING SERVICE AND RATES form in this manual.

*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

*Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only.)

*Delivering materials to your booth at show site.

*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.

*Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

*Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.

*Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

TRI-STATE CAMP CONFERENCE

VISTA CONVENTION SERVICES

MATERIAL HANDLING ORDER FORM

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

DEADLINE DATE:
SEE #3

RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE *WAREHOUSE* MUST ARRIVE NOT LATER THAN FRIDAY, MARCH 6, 2015.** ***SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 35% SURCHARGE.*** **SHIPMENTS CONSIGNED TO THE *SHOWSITE* SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN MONDAY, MARCH 16, 2015.**
4. **WHERE TO SHIP:**

Address all shipments consigned to ***SHOWSITE*** to:

Exhibitor's Name_____
Booth No._____

TRI-STATE CAMP CONFERENCE 2015
c/o Vista Convention Services
Atlantic City Convention Center
Bacharach Blvd.
Atlantic City, NJ 08401

Address all shipments consigned to ***WAREHOUSE*** to:

Exhibitor's Name_____
Booth No._____

TRI-STATE CAMP CONFERENCE 2015
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

5. RATE SCHEDULE: **Warehouse Inquiries: (609) 485-2421**

A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**
ST Rate: $72.00 per cwt. - 200# Minimum
The above rate includes the following:
*Receive crated shipments only at our warehouse 30 days prior to Show.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.
*Shipments of loose or uncrated materials will not be received at warehouse.

B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**
ST Rate: NO CHARGE
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**
ST Rate: NO CHARGE
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

D. **OVERTIME RATE: Add 25% if handled IN or OUT on overtime.**
Add 50% if handled both IN & OUT on overtime.
All shipments handled on Saturday, Sunday and holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
8. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, turn in bill-of-lading for each shipment at the Service Desk before leaving the Show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

Limits of Liability and Responsibility

10.

A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
G. The consignment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date ☐☐☐☐☐

Cardholders Signature_____ Cardholders Name_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

MATERIAL HANDLING RECAP

WAREHOUSE DEADLINE DATE: MARCH 6, 2015

SHIPPING AND MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
Warehouse
We will ship _____ lbs. @ $72.00 per 100 lbs. (200 lb. minimum/$144.00) $_____

B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
Showsite
We will ship _____ lbs. @ **NO CHARGE**

C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)
Showsite
We will ship _____ lbs. @ **NO CHARGE**

E. OVERTIME FEES
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **into or out of** your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or Holidays, will be **charged each way** in addition to the above rates.

Warehouse
We will ship _____ lbs. @ $18.00 per l00 lbs. (200 lb. minimum/$36.00) $ _____

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after **Friday, March 6, 2015,** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied

7% Sales Tax **$_____**

PAYMENT ENCLOSED **$_____**

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

COMPANY NAME: **BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

PRIORITY EMPTY CONTAINER RETURN

DEADLINE DATE: MARCH 3, 2015

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return……..…….**$100.00 per container**

Estimated Number of Pieces……_____

PLEASE NOTE: Special empty container labels are required for this service. Labels will be available at Vista's Service Desk.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE TO ORDER THIS SERVICE.

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																			EXPIRATION DATE:

CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, MARCH 6, 2015
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRI-STATE CAMP CONFERENCE 2015
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: $20 per carton and $30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of $16.00 per cwt. on straight time; $20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX SHIPMENTS

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

LIMITS OF LIABILITY AND RESPONSIBILITY FOR LABOR

LIMITS OF LIABILITY AND RESPONSIBILITY FOR LABOR

1. Vista Convention Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. Vista Convention Services and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Vista Convention Services or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by Vista Convention Services or its subcontractor.

3. Vista Convention Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to Vista Convention Services within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Vista Convention Services or its subcontractors more than one year after the accrual of the cause of action.

5. Vista Convention Services will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. Vista Convention Services will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services, the exhibitor is required to use Vista Convention Services labor for booth installation.

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

LABOR ORDER FORM

DEADLINE DATE:
MARCH 3, 2015

CARPENTER LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

CARPENTER RATES:

Straight Time
$90.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

Overtime
$135.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION -** All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION -** Hourly rate plus 35% Supervision Charge/Minimum $35.00

Name of Carrier_____# Crates_____ Cartons_____Skids_____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

PLEASE INCLUDE SET-UP PLANS WITH ORDER

After Dismantle Return Display
To:_____

_____

_____VIA:_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

CREDIT CARD INFORMATION: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																		EXPIRATION DATE:

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CARDHOLDERS SIGNATURE: CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

TRI-STATE CAMP CONFERENCE

VISTA CONVENTION SERVICES

RIGGING LABOR ORDER FORM

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

DEADLINE DATE:
MARCH 3, 2015

Order rigging labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: Forklift w/Operator
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	STRAIGHT TIME	OVERTIME	DOUBLETIME
RIGGER	$88.00 per hour	$132.00 per hour	$176.00 per hour
FORKLIFT w/OPERATOR - (up to 5,000 lbs. capacity)	$154.00 per hour	$198.00 per hour	$242.00 per hour

Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP					
DISMANTLE					

 # Pieces to be spotted_____ **Heaviest Pieces** _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS.

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																			EXPIRATION DATE:

CARDHOLDERS SIGNATURE: CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

TRI-STATE CAMP CONFERENCE

VISTA CONVENTION SERVICES

HANGING OF CEILING SIGNS ORDER FORM

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

DEADLINE DATE:
MARCH 3, 2015

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time	$370.00	per hr. - 2 man crew & lift.
8:00 AM - 4:30 PM Monday through Friday		
Overtime		
Before 8:00 AM and after 4:30 PM	$555.00	per hr. - 2 man crew & lift.
Monday thru Friday, and all hours on Saturday and Sunday		
Double Time		
All Holidays	$740.00	per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:
DATE REQUIRED_____
TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____
SIZE OF SIGN: _____ Height _____Length _____Width _____Weight
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other_____
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN_____
NUMBER OF FEET IN FROM FRONT OF BOOTH_____
NUMBER OF FEET IN FROM LEFT EDGE OF SIGN_____
PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP AND DISMANTLE LABOR ORDERS

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																		EXPIRATION DATE:
CARDHOLDERS SIGNATURE:																			CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE: MARCH 3, 2015

Rental price includes delivery to and removal from your booth.

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	SEATING			
____	Upholstered Arm Chair (black only)	$63.15	$79.00	_____
____	Side Chair (black only)	52.00	63.15	_____
____	Padded Stool (black only)	67.85	83.40	_____
	ACCESSORIES			
____	Cocktail Table (18" h x 24" rd)	62.65	79.00	_____
____	Round Pedestal Table (30"h x 30"rd)	94.85	117.85	_____
____	Round Pedestal Table (42"h x 30"rd)	114.05	141.75	_____
____	Wastebasket	19.75	23.80	_____
____	Easel	39.85	47.30	_____
____	Chrome Sign Frame (22" x 28")	75.45	94.60	_____
____	Bag Holder	94.60	118.40	_____
____	8' Stanchion	29.30	36.65	_____
____	Crossbar	29.30	36.65	_____
____	Garment Rack	82.30	101.95	_____
____	Literature Rack	152.55	175.80	_____

CARPET PADDING

INDICATE OVERALL DIMENSION:
____ft.x ____ft. (100 sq. ft. minimum) $1.40 sq. ft. $1.70 sq. ft. _____

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	DRAPED DISPLAY TABLES - 30" HIGH			
	Price includes white vinyl top & 3 sides **Circle color:** Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____	2' x 4' x 30"	$100.90	$125.80	_____
_____	2' x 6' x 30"	119.20	149.00	_____
_____	2' x 8' x 30"	139.70	174.40	_____
	DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
	Price includes white vinyl top & 3 sides **Circle color:** Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____	2' x 4' x 42"	133.50	160.75	_____
_____	2' x 6' x 42"	153.05	182.55	_____
_____	2' x 8' x 42"	164.25	205.30	_____
	UNDRAPED DISPLAY TABLES - 30" HIGH			
_____	2' x 4' x 30"	46.40	57.70	_____
_____	2' x 6' x 30"	54.70	67.80	_____
_____	2' x 8' x 30"	65.35	79.30	_____
	UNDRAPED DISPLAY TABLES - 42" HIGH			
_____	2' x 4' x 42"	59.90	72.75	_____
_____	2' x 6' x 42"	67.30	83.40	_____
_____	2' x 8' x 42"	77.95	95.25	_____
	DRAPED RISERS			
	White Vinyl			
_____	4' One Step	46.00	55.80	_____
_____	6' One Step	54.45	67.55	_____
	MISCELLANEOUS			
_____	3' Black Stanchion/Pull out Tape (7 1/2 ft. lengths)	56.95	73.25	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled **before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

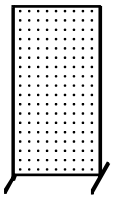
VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

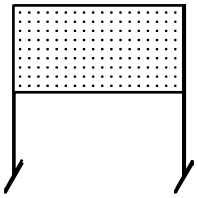
PERFBOARD ORDER FORM

DEADLINE DATE: MARCH 3, 2015

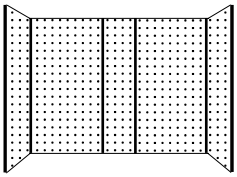
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



STYLE A



STYLE B



STYLE D
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - 1 Vertical ☐ B - 1 Horizontal
☐ D - Complete Booth Coverage - Number of panels required depends on booth size.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white)……	$150.90	$186.45	_____
_____ 2' x 8' Panel (white)……..	106.05	132.80	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied)……...	40.55	50.35	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be Invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard and American Express are accepted.

CANCELLATION POLICY: Items cancelled **before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____Booth #_____

Street Address_____Phone #_____

City_____State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

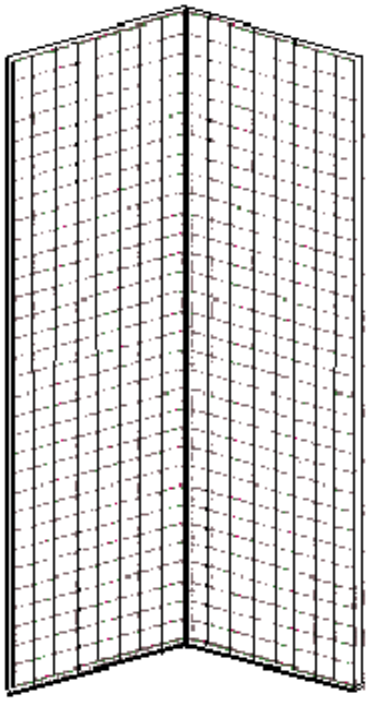
VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

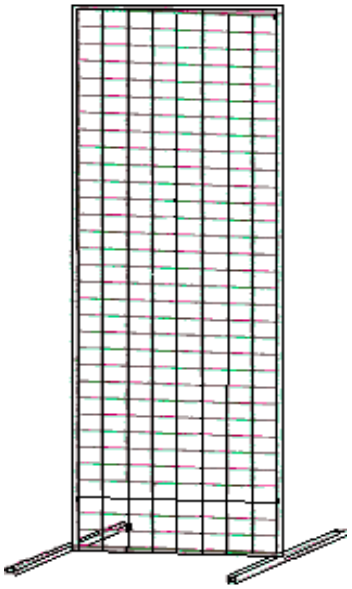
GRID WALLS ORDER FORM

DEADLINE DATE:
MARCH 3, 2015

Style A: 2' x 8'



Style B: 2' x 6'



STYLE A:
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER. MINIMUM ORDER 2 GRIDS

STYLE B:
ORDER 2'x6'GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QUANTITY OF GRIDS REQUIRED:		DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A	2' x 8' Grid (Minimum order (2) Grids)...…......	$61.50	$76.30	_____
____Style B	2' x 6' Grid (w/feet)……..……..…..	72.20	91.80	_____

PAYMENT POLICY: Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.
CANCELATION POLICY: Items cancelled **before the deadline date will be refunded at 50%**. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

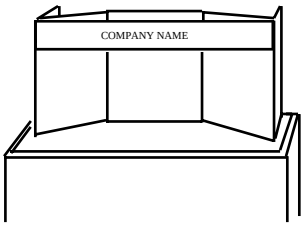
VCS MODULAR RENTAL UNITS

DEADLINE DATE:
MARCH 3, 2015

☐ VCS TableTop Unit contains lighted header, 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY
PURPLE GRAY RED TEAL WHITE HUNTER GREEN

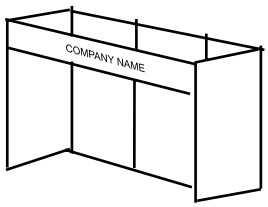
* Check one
- ☐ White Panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $575.00

☐ VCS A-10 Unit contains 3-shelves, 6-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $1,600.00

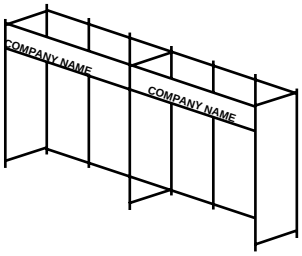
Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each)	_____	$85.00	_____
*Counters colors: (**check color**) ☐ white ☐ blue ☐ Gray			
40"L x 42"H x 22"W	_____	275.00	_____
80"L x 42"H x 22"W	_____	350.00	_____

* Extra Shelves
1 - Shelf & 2 - Brackets _____ 45.00 _____

☐ VCS B-20 Unit contains 6-shelves, 12-brackets

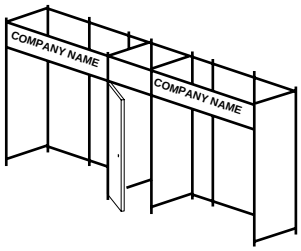
* Check one
- ☐ White panel
- ☐ Perf Board
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $2,800.00

☐ VCS C-20 Unit contains 4-shelves, 8-brackets

* Check one
- ☐ White Panel
- ☐ PerfBoard
- ☐ Blue
- ☐ Gray - Velcro Friendly



Price $3,400.00

All units include:
***Standard Header Copy**
***Lights (Does Not Include Outlet)**

Custom units available. Please call for pricing.

HEADER COPY:

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order.
SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____State_____Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

DEADLINE DATE:
MARCH 3, 2015

Please complete the information requested and return payment in full with this form and your orders. **You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.**

ORDER RECAP

Standard Booth Furnishings Order Form ..... $_____
Perfboard Order Form ..... $_____
Grid Walls Order Form ..... $_____
VCS Modular Rental Unit Order Form ..... $_____
Estimated Labor Order Form ..... $_____
Estimated Sign Hanging Order Form ..... $_____
Estimated Rigging Labor Order Form ..... $_____
Estimated Warehouse Material Handling Order Form (Showsite Receiving No Charge) ... $_____
Priority Empty Container Return ..... $_____

SUB TOTAL $_____
*ADD 7% NJ SALES TAX $_____
NET AMOUNT DUE VISTA $_____

***Note: All Services are Taxable in the State of NJ.**

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

Limits of Liability and Responsibility

1. Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

TRI-STATE CAMP CONFERENCE

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

PAYMENT POLICIES

DEADLINE DATE:
MARCH 3, 2015

PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Service Contractor for this show.

1. **All checks must be in U.S. funds drawn on a U.S. bank.**

2. **Advance Payment by Company**
   Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

3. **Wire Transfer in U.S. Funds**
   Bank information-call Vista Convention Services (609)485-2421 or E-mail: info@vistacs.com. Wire transfers must be initiated and confirmed at least two weeks before move-in. Wire transfers must include the show name, company name and booth number. Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. **Credit Card**
   Use MasterCard, Visa or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **MARCH 3, 2015.**

SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discounted Deadline Date. **For the discount prices to be in effect, your order must be received by the Discounted Deadline Date, and payment must accompany your order.** Orders received after the Discounted Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, VISA, MasterCard and American Express are accepted. No telephone orders accepted.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

NOTE: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
MARCH 17-19, 2015

VISTA
CONVENTION SERVICES

6575 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

DEADLINE DATE:
MARCH 3, 2015

You may arrange for a third party to handle your display and be billed for services. **Vista Convention Services** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Air Freight ____Audiovisual ____Booth Cleaning Material Handling/In and Out

____I&D Labor ____Rental Furniture and Carpet _____Signs Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

☐ **MasterCard** ☐ **Visa** ☐ **American Express** **Expiration Date**_____ ☐ **Corporate** ☐ **Personal**

Account Number | | | | | | | | | | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON: _____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.